PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

National Security Language Initiative-Youth (NSLI-Y) Program

ECA/PE/C/PY-11-03

Office of Citizen Exchanges Youth Programs Division

The POGI guidelines apply specifically to the Request for Grant Proposal (RFGP) issued by the Youth Programs Division of the Office of Citizen Exchanges in the Bureau of Educational and Cultural Affairs (ECA or the "Bureau") for the National Security Language Initiative for Youth (NSLI-Y) program. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I.   STATEMENT OF WORK

The FY 2011 award will be executed as a cooperative agreement between the Bureau of Educational and Cultural Affairs and the single award recipient to support approximately 610 full merit-based scholarships to American high school or recently graduated students for overseas intensive foreign language instruction. The primary purpose of the NSLI-Y program is to accelerate and advance participants' language skills through a combination of structured classroom language instruction and less formal interactive and applied learning opportunities through a comprehensive exchange experience that primarily emphasizes language acquisition. Having sparked a commitment to lifelong learning, NSLI-Y language programs will motivate participants to continue and use their language skills throughout their academic and professional careers.

It is expected that the award recipient will identify and work with sub-award recipients, hereafter known as "implementing organizations," in order to carry out the overseas language programs and augment any overseas language programs that the award recipient plans to implement. This is encouraged to strengthen the award recipient's capacity to provide training in each of the seven languages across the various countries/locations in which NSLI-Y programs are to be implemented. The applicant must, in its proposal, demonstrate that each sub-award implementing organization has significant previous experience and expertise in implementing overseas language acquisition programs for high school students in the respective languages and in the respective country(ies)/locations(s) where they propose to implement the program.

Distribution of Scholarships and Locations of Programs

The approximate target distribution of scholarships and possible locations of programs, both of which may be adjusted in concurrence with ECA, are as follows:

1)   **Arabic language** -- 110 for short duration; 15 for long duration. Programs may be proposed for Bahrain, Egypt, Jordan, Morocco, Oman and Tunisia. Short duration programs proposed for Oman are best implemented in Muscat and surrounding area during mid-October to mid-December and mid-January to mid-March; during the summer months, short duration programs in Oman are best implemented in Salalah. Jordan, Bahrain and Tunisia are limited to short duration, unless otherwise advised. Proposed classroom instruction should focus on the teaching of Modern Standard Arabic (MSA), although integration of the local dialect is critical to enhance participants' ability to converse with peers and host families, and to participate fully in the applied, non-classroom component of the NSLI-Y program. Proposals must address the way in which both MSA and colloquial Arabic language instruction will be approached.
2)   **Chinese (Mandarin) language** -- 220 for short duration; 20 for long duration. Programs may be proposed for China or Taiwan.
3)   **Hindi language** -- 40 for short duration. Programs may be proposed for India.
4)   **Korean language** -- 50 for short duration; 10 for long duration. Programs may be proposed for the Republic of Korea (South Korea).
5)   **Persian (Tajiki or Farsi) language** -- 15 for short duration. Programs may be proposed for Tajikistan.
6)   **Russian language** -- 75 for short duration; 15 for long duration. Programs may be proposed for Russia.
7)   **Turkish languag**e -- 40 for short duration. Programs may be proposed for Turkey.

Proposals that demonstrate the award recipient's and implementing organizations' capacity and willingness to develop new institutional language-teaching capacity overseas for American high school students and not propose enrolling participants in existing high school programs will be favorably viewed.

Scholarship Coverage

In order that the scholarship award is comprehensive and consistent across all implementing organizations, the award recipient will ensure that the NSLI-Y scholarship covers the following:

The NSLI-Y scholarship covers:
1)   **Travel** -- round-trip travel between the participant's city of official residence, to the pre-departure orientation location and, subsequently, to the NSLI-Y program's overseas host city.
2)   **Orientations** -- pre-departure, arrival and re-entry.
3)   **Visas** -- for host country entry/exit and transit, if necessary.
4)   **Tuition and related academic preparation** -- including support and testing for placement and acquisition purposes.
5)   **Educational and cultural programming** including overseas language-focused excursions, volunteer opportunities, guided internships, if applicable.
6)   **Meals** -- three basic meals per day.
7)   **Accommodations** -- preferably with a host family component.
8)   **Health Benefits** -- Accident and Sickness Program for Exchanges (ASPE) health

benefits, provided by the Department of State at no cost to the award recipient.

The NSLI-Y scholarship does not cover the following:
1) **Passports** -- costs associated with obtaining a valid U.S. passport.
2) **Medical** -- required medical examinations and immunizations.
3) **Incidentals** -- pocket money, except in cases of unusual hardship, as determined by the award recipient.

II. PROGRAM SPECIFIC GUIDELINES

The applicant's proposal must incorporate the following guidelines:
II.1   Recruitment and Selection of NSLI-Y Scholars:

II.1a.   Comprehensive Outreach Plan: Propose a comprehensive outreach plan to publicize and recruit a strong national pool of qualified candidates that represents the diversity of the United States. Diversity addresses, but is not limited to, ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. Proposals that address and encourage the participation of traditionally underserved audiences in all institutional and individual award programs and other program activities will be favorably reviewed. These audiences include, but are not limited to, women, racial and ethnic minorities, individuals living in underserved geographic locations, religious minorities, people of lower socio-economic status and people with disabilities.   Give preference to qualified participants who might not otherwise be able to study language abroad were it not for the NSLI-Y scholarship.

II.1b.   Merit-Based Competition: Conduct a merit-based nation-wide competition for U.S. participants, ages 15 to 18 at the start of the program, with clearly identified criteria and a formal selection process, which includes documented in-person or telephone interviews.

II.1c.   Recruitment Criteria: Ensure that the following minimum criteria are used to recruit NSLI-Y candidates: U.S. citizenship; 15 to 18 years of age at the beginning of the program; enrolled in high school, equivalent home school program, or recently graduated; and minimum 2.5 GPA on a 4.0 scale or equivalent.

II.1d.   Repeats: Give preference to qualified applicants who have not previously participated on NSLI-Y, unless previous NSLI-Y participants are willing and able to commit to a more intensive and longer duration program.

II.1e.   On-Line Application: Develop and make available a comprehensive, online application. The award recipient must be capable of accommodating applicants who cannot apply online. All application materials and associated data should be available in a sortable, searchable, electronically accessible database format that can be easily shared with the Bureau upon request.

II.1f.   Acknowledge U.S. Department of State's Bureau of Educational and Cultural Affairs: Ensure that all written and electronic materials (online application, websites and other

digital resources developed by the award recipient, brochures, public relations releases, acceptance letters, announcements, etc.) developed for promotional purposes and related to the program acknowledge that NSLI-Y is a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs and acknowledge its role as program sponsor and funding source. The Bureau retains copyright use of and will distribute materials related to this program as it sees fit. The award recipient will ensure that all participants and their parents/legal guardians sign the official Minor Participant Name and/or Likeness Release form in order to facilitate the use of this information by the U.S. Department of State. The award recipient will obtain from the Bureau and use the Department of State seal and the NSLI-Y logo on all electronic and printed materials related to the NSLI-Y program. The award recipient will confer with the Bureau and obtain concurrence on all written and electronic materials in advance of publication and distribution.

II.1g. Public Inquiries: Respond to and manage a significant volume of inquiries and applications.

II.1h. Pre-Requisites: Determine whether language pre-requisites for long duration programs are desirable and, if so, propose how satisfying those pre-requisites will be determined during and/or after the selection process. If pre-requisites are proposed for long duration programs, the award recipient must make those requirements known to the applicant pool during the recruitment process.

II.1i.   Selection Criteria: Screen for and select participants who show strong evidence of ability to succeed in an intensive, demanding language study program and who represent the diversity of the United States and come from underserved populations and locales. If/where pre-requisite language skills are required, ensure that the pre-requisites are met.

II.1j. Language Goals: Give preference to applicants who demonstrate the intent and ability to continue their language study beyond the scholarship period and apply their critical language skills later in their professional careers.

II.1k. Language Assessment: Assign individual finalists and alternates to particular programs based on the individual's language level, overseas experience and other relevant criteria to ensure that the candidate is placed into an appropriate and challenging program.

II.1l.   Department of State Concurrence: Recommend the final participants and alternates to ECA for concurrence prior to notification of applicants.

II.1m. Notification Process: Consult with ECA on a plan for notification of final participants, alternates and non-selected applicants following ECA concurrence.

II.1n. Notification of Applicants: Prepare and send notifications to all selected participants with information about the program to which they have been assigned. Prepare and send notifications to those applicants who were not selected.

II.1o. Medical Clearance: Ensure that each participant meets minimum program medical and health standards and has required immunizations.

II.1p. Communication: Notify all sub-award implementing organizations of final participants and alternates assigned to them.

II.1.q Database: Ensure that all lists of finalists conform to ECA database requirements and are submitted no later than one week in advance of international departure. Inform ECA in the event of related last minute or on-program changes, including host family placement, in a timely fashion. All statistical information collected on ECA funded program participants should be transferable to databases maintained by ECA.

II.2. Identification and Management of Overseas Implementing Organizations (Award Recipient and Sub-Award Implementing Organizations):

II.2a. Identification: Propose overseas language programs to be implemented by the award recipient, if planned, and identify sub-award implementing organizations to implement short and long duration programs as described in the RFGP. While there may be multiple implementing organizations per program/location for short duration programs in all seven languages, only one implementing organization per long duration program in each of the four languages (Arabic, Chinese, Russian and Korean) per country/location should be identified and proposed. ECA reserves the right to approval all sub-awards and to modify the scholarship distribution and locations of programs throughout the period of award agreement, as circumstances warrant.

II.2b. Consultation: In the event that the award recipient determines that additional implementing organizations are necessary to meet the distribution of scholarships, the award recipient may identify and suggest (an) additional sub-award implementing organization(s) in (a) particular language(s) to ECA for final approval. With ECA agreement, the award recipient may bring the additional sub-award implementing organization(s) into the NSLI-Y program. ECA reserves the right of final and prior approval for additional sub-award implementing organization(s).

II.2c. Selection Criteria: Choose implementing organizations to implement overseas language programs based on their expertise and experience in implementing language programs for high school students with overseas institutions capable of providing formal and applied language instruction. All implementing organizations must be capable of handling overseas on-program-support (OPS) issues in a timely and transparent way that permits information to be conveyed to the award recipient and, through the award recipient, to ECA.

II.2d. Per Capita Cost Verification: Ensure that per participant costs are capped at approximately $11,000 for short duration programs and approximately $21,500 for long duration programs for the first year of this RFGP cycle.

II.2e. Planning: Organize and execute a planning meeting for all overseas sub-award

implementing organizations and ECA staff, the purpose of which is to ensure that a single worldwide program identity is cultivated and maintained and to discuss policies, procedures and best practices.

II.2.f. Overseas Posts: Encourage and ensure that overseas implementing organizations establish a regular working relationship with the relevant U.S. embassy/consulate (post) Public Affairs Section (PAS) in order to obtain necessary concurrence about program placement locations -- including the host language institution/host school -- and host family or other long-term accommodations locations (regions, neighborhoods, etc.). Post PAS must also be invited to participate in post-arrival briefings. ECA expects the award recipient and its sub-award implementing organizations to carry out the overseas program's daily operations. Because the award recipient will be required to detail a plan through which the overseas implementers will establish and maintain early and regular contact with post PAS to provide post the opportunity for input and to coordinate the planning and implementation of the programs, the proposal should include a preliminary plan.   Implementing organizations and post PAS must cooperatively determine and establish the level of involvement appropriate for and suitable to all parties.

II.3.   Placement of Participants into Specific Language Programs:

II.3a.   Language Assessment: Placement of participants is based first and foremost on language considerations and on matching the individual participant to the appropriate level of language instruction based on a standardized assessment.

II.3b.   Placement Considerations: Inform the participant of program placement at the time of scholarship notification, if possible due to placement considerations. Given that program placement is contingent upon baseline language assessment, proposals must address the way in which the placement assessment will be completed, assignments to particular programs made and notification of assignments to the finalists done in a timely fashion.

II.3c.   Communication: Inform the participant and ECA of specific accommodations (host family name, location and/or hotel, hostel, dormitory location) no later than one week prior to departure from the U.S. and, preferably, earlier.

II.3d.   Accommodations Concurrence: Ensure that overseas implementing organizations obtain concurrence from the U.S. embassy/consulate Public Affairs Section (PAS) on the participant living arrangements (host family and/or dormitory setting and geographic location).

II.3e.   Host Family Reference Checks: Ensure that proper reference checks are conducted, recorded and maintained on host families. These records must be kept for three years and made available to ECA, upon request.

II.4.   Administration and Implementation of Overseas Language Programs

II.4a.   Pre-Arrival Activities, Information and Orientations

II.4a.1. Language Goals: Establish and monitor target language goals in collaboration with all implementing organizations.

II.4a.2. Standards: Develop, implement and monitor language program standards across all programs implemented by sub-award implementing organizations, including language instruction, non-classroom enrichment activities, language-focused cultural activities and excursions, etc.

II.4a.3. Assessment: Propose, subject to ECA approval, and conduct standardized, baseline pre-program language tests which will be used for participant placement into the appropriate program and language level. Use pre- and post-program standardized assessments to evaluate the language acquisition.

II.4a.4. Communication: Contact, and ensure that sub-award implementing organizations contact, participants in a timely fashion and in advance of departure to provide them with program information (language institution, location, daily schedule while on program, etc.), pre-departure materials that include language preparation materials, flight details and accommodations information.

II.4a.5. Travel: Make, and ensure that sub-award implementing organizations make, all domestic and international transportation arrangements in accordance with the Fly America Act. Provide an adult flight chaperone with necessary language skills for group flights to and from the overseas destination, unless this requirement is waived by the award recipient with ECA's concurrence.

II.4a.6. Documents: Provide information to participants about obtaining valid U.S. passports and, once obtained, make arrangements and pay costs for obtaining all necessary visas, including transit visas.

II.4a.7. Pre-Departure Orientation: Ensure that a substantive pre-departure orientation (PDO) for participants is organized in Washington by the sub-award implementing organization or the award recipient or provide compelling justification for holding PDOs in other gateway cities. Justification may include, but is not limited to, cost effectiveness or reduced participant travel. Invite ECA to participate in PDOs. Topics must include but are not limited to general and program-specific information, as well as inter-cultural training, personal safety and security concerns, and expectations' management. The PDO should also include information about the rights and responsibilities of being an American abroad and the limited protections offered by the U.S. embassy/consulate (post). Provide guidance to sub-award implementing organizations to ensure that a common approach is maintained across programs for the PDO as well as for all overseas language programs.

II.4a.8. Ensure Communication Between Implementing Organizations and In-Country

Partners: Work with and ensure that all implementing organizations orient overseas, in-country teaching staff and administrators about the NSLI-Y goals and objectives, about the required language contact hours (120 for short duration and established minimum standards of ten hours for long duration) and about the learning styles of American high school students.

II.4a.9. Host Family Liaison: Work with and ensure that all implementing organizations screen host families, if used, for suitability and orient them about the NSLI-Y goals and objectives as well as the inter-cultural experience of hosting an American high school or recently graduated student. The award recipient must plan to be in regular, monthly contact with host families. Non-host family alternate housing arrangements will be considered based on the local environment. Justification for using alternate accommodations should be provided. Preference will be given to those alternatives that provide for part-time host families.

II.4a.10. In-Country On-Program Support: Work with all implementing organizations to identify, screen and orient, as necessary, a resident director who will serve as a cultural and academic liaison for NSLI-Y participants during their overseas program and, if non-host family accommodations are proposed, who is responsible for and supervises the participants in their group living environments.

II.4a.11. In-Country Orientation: Ensure that all implementing organizations organize a post-arrival in-country orientation with the acknowledgment, assistance and/or participation of the U.S. embassy/consulate (post) in order to inform participants of relevant local and country specific information including personal security and safety considerations and services offered overseas to American citizens in the event of an emergency.

II.4a.12. Forms and Program Promotion: Ensure that all participants and their parents/legal guardians sign the NSLI-Y Terms and Conditions, provided by ECA, and relevant consent forms to permit the award recipient, sub-award implementing organizations and the U.S. Department of State to use their image and name for program promotion or other similar purposes.

II.4a.13. Guidelines: Develop, with ECA concurrence, appropriate procedural, operational and emergency guidelines. Distribute these guidelines to all implementing organizations and ensure that they understand, implement and adhere to them.

II.4a.14. Health Benefits: Enroll participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) health benefits program and facilitate claims, as necessary.

II.4a.15. Registration: Ensure that participants and their parents/legal guardians complete and put on file the relevant consular forms (obtained from ECA) and that the participants are registered in the Department of State travel registration database (Smart Travel Enrollment Program or STEP) and, as necessary, with the relevant American Citizen Services (ACS) section at the U.S. embassy/consulate (post).

II.4b   Program Activities:

II.4b.1. Designing, Planning and Implementation of a Language Program: Design, plan, and implement an academic course of language study that focuses on language acquisition for American high school and recently graduated students between the ages of 15 and 18 at the start of the program. While certain preparatory activities take place in the United States prior to departure, the overseas programs focus on the acquisition of language skills in one of the specified languages.

II.4b.2. Enhancement Activities: Cultural activities must reinforce language learning and may include, but not be limited to, planned excursions, volunteer opportunities, guided internships and extra-curricular activities. Cultural activities should enhance the participants' understanding of contemporary society, culture, media, political institutions, ethnic diversity, history and environment of the host country. Activities must be language-focused and promote the NSLI-Y goals and project objectives.

II.4b.3. Build Relationships: Cultivate, but do not limit, relationships with organizations that implement existing NSLI programs – including STARTALK, The Language Flagship, the Critical Language Scholarships (CLS), the Teachers of Critical Languages Program (TCLP) and the Intensive Summer Language Institutes (ISLI) for Teachers – to facilitate greater articulation and cooperation among U.S. government funded language programs. An award recipient who suggests constructive and meaningful relationships with other U.S. Government agencies and organizations (for example U.S. Peace Corps and its volunteers, returned volunteers and language programs) will be favorably reviewed.

II.4b.4. Living Accommodations: Provide living arrangements for the participants, including housing and meals.

II.4b.5. Convey On-Program Support Issues: Conduct, manage and coordinate with all implementing organizations on-program support (OPS) for participants, conveying necessary information to ECA in a timely fashion.

II.4b.6. Reentry: Prepare participants for return to and re-entry into the U.S. with a closing session that summarizes language learning, prepares and/or tests participant's language acquisition and provides tips for their return home and plans for future and continued language study.

II.4b.7. Publicity: Provide on a regular basis to ECA program and individual participant highlights, photos, videos, press coverage, etc. that can be used to publicize the program.

II.4b.8. Reporting: Respond fully and in a timely fashion to requests for information relating to the participants, to alumni and/or to the program.

II.4c.   Follow-on Activities:

II.4c.1.   Alumni Continuation of Language Study: Propose and/or develop creative and effective ways to assist alumni in continuing their foreign language studies in high school, in post-secondary educational settings or in other domestic or international settings.

II.4c.2.   Alumni Activities: Conduct follow-on activities with program alumni that enable them to effectively share their overseas experiences with their schools and their communities (for example, during International Education Week (IEW) and other opportunities).

II.4c.3.   Alumni Use of State Department Websites: Encourage, facilitate and promote participant and alumni use of the NSLI-Y community on the Department of State's State Alumni website (www.alumni.state.gov) and on the NSLI-Y group on ExchangesConnect. Serve as the NSLI-Y Community's and Group's manager, working in cooperation with ECA State Alumni staff and the website team, as appropriate, to develop and implement new ideas for the site.

II.4c.4.   Alumni Program Linkages: Encourage linkages to other NSLI programs (CLS, Flagship, STARTALK, TCLP, ISLI), taking advantage of the growing pool of alumni from those and other U.S. Government-sponsored programs to inform and inspire NSLI-Y alumni to pursue language mastery.

II.4c.5.   Track Alumni: Track NSLI-Y alumni over the years to determine whether and how their NSLI-Y language learning has influenced or affected their post-secondary experience and career choices.

II.4c.6.   Incorporating Alumni: Develop ways of incorporating NSLI-Y alumni into recruitment, publicity, outreach, mentoring, pre-program preparation and long-term program planning.

II.5.   Monitoring Participant Language Acquisition, Safety and Well-Being

II.5a.   Language Assessment and Acquisition: Identify and use a standardized language assessment tool to evaluate the language level and subsequent language gain by individual scholarship recipients. Use the information for placement purposes. Provide to ECA qualitative and quantitative analysis and summaries about participants' language gain as requested and in a timely fashion and through quarterly program reports.

II.5b.   Monitoring Plan: Provide day-to-day monitoring of the program and its participants, dealing effectively with misunderstandings, adjustment issues or emergencies. Consult with ECA and overseas post(s) as appropriate. Management of on-program-support (OPS) issues is among the most important participant monitoring functions and should be well detailed in a monitoring plan. Long duration programs must incorporate a monthly system of communication with participants and host families and report to ECA about safety and welfare issues as requested and in a timely fashion.

II.5c.   Emergency Contact Information and Access: Supply each American student with a

cell phone with in-country calling capability and the means to communicate with a local representative in an emergency. Ensure that participants and their parents/guardians have access to emergency contact information for the award recipient, the U.S.-based implementing organization and the overseas implementing organization prior to international departure.

II.5d.   Participant Safety and Well-Being Plan: Develop a plan for the monitoring of participants' safety and welfare that parallels the standards for J-1 visa regulations for inbound academic year participants found in 22 CFR 62.25. Although it is acknowledged that outbound American participants are not governed by the same protections of the J-1 visa regulations governing exchange students coming to the U.S., it is a requirement that an award recipient provide similar protections and oversight traditionally afforded to inbound students under the U.S. J-1 visa regulations. This includes, among other points, the identification and use of appropriate means of verifying the integrity and suitability of each host family. All implementing organizations must maintain, at a minimum, a monthly schedule of personal contact with the participant and regular, monthly contact with the host family, addressing legitimate concerns in a timely fashion and apprising ECA about significant issues. All records and data collected, including survey responses and contact information, must be maintained for a minimum of three years and be provided to ECA upon request.

II.5e.   Volunteer and Staff Screening: Ensure that any volunteers and staff who have regular contact with the NSLI-Y participants have undergone screening for suitability.

II.5f.   Terms and Conditions: Ensure that all participants abide by local laws and program standards and requirements. Inform post immediately in the event that a participant is involved in civil or criminal police matters. Participants are expected to adhere to local customs as well as to the NSLI-Y Terms and Conditions. Develop, distribute and publicize disciplinary procedures that include ECA concurrence for individual participant's dismissal from the program.

II.6.   Evaluation of Program

II.6a.   Survey Instruments: Distribute and work with the sub-award implementing organizations to distribute to participants ECA e-Goals pre-, post- and follow-on surveys. Support ECA's efforts to obtain an acceptable response level in a timely fashion.

II.6b.   Program Evaluation Reports: Share relevant program evaluation reports with ECA and make adjustments to the programs in consultation with ECA.

II.6c.   Reporting Requirements: Provide timely reporting of program progress, complying with financial and program reporting requirements.

II.7.   Fiscal Management

II.7a.   Fiscal Responsibilities of the Program: Be responsible for and manage all financial aspects of the program, including stipend disbursement to the participants (if allocated), living

allowance payments to host families (if allocated).

II.7b. **Sub-Award Fiscal Responsibilities:** Manage all financial aspects of the sub-awards to implementing organizations.

PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Proposals should address succinctly, but completely, the elements described in this solicitation package and listed below. Proposals must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:
-         Microsoft Word
-         Microsoft Excel
-         Adobe Portable Document Format (PDF)
-         ASCII Text
-         Joint Photographic Experts Group (JPEG images)

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary
In one double-spaced page, provide the following information about the project:

1)   Name of organization and implementing organizations
2)   Approximate beginning and end dates of all programs and proposed locations of the programs (host country/location and city)
3)   Nature of activity
4)   Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
5)   Scope and Goals
   a) Number and description of participants
   b) Wider audience benefiting from program (overall impact)
   c) Geographic diversity of program, both U.S. and overseas
   d) Languages covered
   e) Anticipated results (short and long-term)

TAB C
 Calendar of activities/itinerary
Narrative

In 20 double-spaced, single sided pages, provide a detailed description of the project addressing the areas listed below.

1)   Vision (statement of need, objectives, goals, benefits)
2)   Participating implementing organizations (award recipient, if proposed, and sub-award implementing organizations – domestic and overseas)
3)   Program activities (publicity and outreach, recruitment and selection, participant and teacher orientation, formal and informal language component, cultural programming and logistics)
4)   Participant safety and welfare monitoring
5)   Language assessment and acquisition
6)   Program evaluation
7)   Follow-on activities for alumni
8)   Project management
9)   Work plan/Time frame

TAB D - Budget Submission

1)   Budget Information -- Non-Construction Programs (SF-424A)
2)   Detailed Budget and Budget Narrative for award recipient and proposed sub-award implementing organizations (list allowable costs and any other program specific budget issues.)

Program costs must be broken down into the following categories, as listed on the SF-424A form:
a)   Personnel
b)   Fringe Benefits
c)   Travel
d)   Equipment (not generally funded by ECA)
e)   Supplies
f)   Contractual
g)   Construction (not funded by ECA)
h)   Other
i)   Total Direct Charges (sum of a - h above)
j)   Indirect Charges
k)   Totals (sum of i and j above)

Under these mandated categories, allowable costs for the program may include, but are not limited to, the following:

1)   Staff, chaperone, group escorts, resident director/group leader costs and per diem, in accordance with General Services Administration (GSA) standards, separating out: international airfare; in-country travel overseas; and domestic travel in the U.S.
2)   Materials (film and video rentals, educational materials, etc.)
3)   Language-related enhancement activities
4)   Meeting costs
5)   Cell phones for emergency use

6)   Food and lodging, when not in home stay
7)   Language-related alumni and follow-on activities
8)   Program, teacher and student evaluation
9)   Stipends to participants (optional)
10)   Living allowances to host families (optional)

TAB E
Letters of commitment from all implementing organizations with proposed overseas language institutions identified
Letters of acknowledgment of a proposed program from relevant overseas post Public Affairs Section(s), optional but suggested
Resumes

Resumes of all program staff members who will receive compensation under the cooperative agreement should be included in the submission. No resume should exceed two pages.

TAB F

1) SF-424B, "Assurances - Nonconstruction Programs"
2) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.
3) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

    Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

    Those who do not file IRS Form 990 must submit information above in the format of their choice.

    As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4)   Include other attachments, if applicable, i.e. the SF-LLL form, etc.

REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

1)   **Quality of the program idea and planning:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission and the purposes outlined in this solicitation. A detailed agenda and relevant work plan should demonstrate the ability to ensure that the proposed project accomplishes the stated goals and objectives in the desired time frame. Proposals should demonstrate how participants will be recruited, selected, monitored, tested (before and after their overseas program) and presented with continuing language learning opportunities. Proposals should address the ways in which the award recipient and the sub-award implementing organizations will prepare and orient overseas language instructors for the unique challenges of teaching their native language to American high school students. Proposals should identify proposed language learning institutions and locations, address both in-class formal and out-of-class applied language learning and ensure that all enhancement activities (cultural excursions, guest lectures, guided internships, extra-curricular activities and volunteer projects) reinforce participant's language skills through authentic language practice and use.

2)   **Ability to achieve program goals and project objectives:** Proposals should clearly demonstrate an understanding of the program goals and project objectives and how the award recipient will achieve them through objectives that are reasonable, feasible and flexible (as stated in the "Purpose" section of this document under the four NSLI-Y goals and the three project objectives.) A detailed agenda and relevant work plan should demonstrate organizational competency and logistical capacity. The agenda and plan should adhere to the program overview, timetable and guidelines described in this solicitation. The substance of the language instruction and the exchange activities should be described in detail and included as an attachment. Sub-award implementing organizations' responsibilities should be clearly delineated.

3)   **Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity in all program aspects including but not limited to participants, host families, resident directors/group leaders, overseas peers, language instructors and overseas program venues. Proposals that articulate a diversity plan -- not just a statement of compliance -- will be more favorably reviewed.

4)   **Institution's Record/Institutional Capacity:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals and objectives in a timely, professional and transparent fashion. Reviewers will assess the applicant and the sub-award implementing organizations to determine whether they offer adequate resources, expertise, experience and management of overseas relationships to fulfill program goals and objectives. The roles of the award recipient and implementing organizations should be clearly defined. Proposals should demonstrate an institutional record of successful language-focused exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

5)   Participant Monitoring: Proposals must include a detailed monitoring plan for NSLI-Y participants. Given the importance the Bureau places on this criterion, the narrative should include sufficient explanation about how you will achieve the Bureau's goals in regard to monitoring. You may use appendices to house additional details and supporting documentation.

6)   **Follow-on Activities:** Proposals should provide a plan for continued contact with alumni to ensure that they are tracked over time, utilized and/or organized as alumni, and provided opportunities to reinforce the knowledge and skills acquired on the NSLI-Y program. Proposals should provide a strategy for maximizing the opportunities for alumni to further their study of the target language and culture of the host country, presenting plans that are within the context of the cooperative agreement (with the Bureau financial support) and after its completion (without the Bureau's financial support). Creative, age-appropriate plans for NSLI-Y alumni who do not have access to their target language through their high school to continue their language acquisition will be favorably reviewed as will those proposals that encourage NSLI-Y alumni to continue language acquisition, particularly -- although not exclusively -- through other U.S.G. supported programs.

7)   **Project Evaluation:** Proposals should include a plan to evaluate the program's successes and challenges, both as the activities unfold and at the end of the program. The evaluation plan should also address the methodology to assess individual participants' language acquisition and show clear linkages between program goals/objectives and expected outcomes. A draft survey questionnaire or other instrument plus a description of the proposed methodology to link outcomes to original project objectives are recommended.

8)   **Cost-effectiveness/Cost-sharing:** Reviewers will analyze the budget for clarity and cost-effectiveness. They will also assess the rationale of the proposed budget and whether the allocation of funds is appropriate to complete tasks outlined in the project narrative. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. While lower "per participant" figures will be favorably viewed, the Bureau expects all figures to be realistic. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are **NO EXCEPTIONS** to this deadline.   For further information

regarding this program or the competition, contact the Youth Programs Division NSLI-Y Program Officer Lisa Bess Wishman at e-mail address: wishmanlb@state.gov or telephone: (202) 632-6082 or NSLI-Y Program Specialist Linda Beach at e-mail address: beachlf@state.gov or telephone: (202) 632-6414.